

PROCUREMENT OPPORTUNITIES

The City of Alexandria

The government of the City of Alexandria consists of 19 departments and these departments purchase a variety of goods and services ranging from pencils to multimillion dollar construction projects. All contracts for purchase or lease of goods and services, insurance or construction are awarded through competitive bidding or negotiation, or through other processes established by Virginia Law and City Code. It is the mission of the City's Purchasing Division to provide fair and equal treatment to all persons, both City departments and vendors, involved in the procurement process.

While the City of Alexandria cannot, by law, grant preferences or set-asides to small and disadvantaged businesses, the City's Purchasing Division cooperates with state and federal agencies, and organizations supporting small business development in Alexandria to facilitate the participation of small and disadvantaged businesses in the procurement transactions of the City. The City publishes a brochure, *How to do Business with the City of Alexandria, Virginia -- A Guide for Vendors*. Call or write the City's *Division of Purchasing* to obtain a free copy. The brochure is also available on the Internet at: <http://ci.alexandria.va.us/purchasing/purchasing.html>

Contact: To place your firm on the City's computerized list of goods and services, or to obtain more information on the procurement process, please contact *Purchasing Agent, City of Alexandria, Division of Purchasing* at (703) 838-4944. See the appendix for the Purchasing Agent's address. The following City of Alexandria agencies and authorities are legally independent of the City and are responsible for conducting their own purchasing transactions:

Contact: *Alexandria City Public Schools*, (703) 825-6643; *Alexandria Public Library*, (703) 838-4558; *Alexandria Redevelopment & Housing Authority*, (703) 549-7115; *Alexandria Sanitation Authority*, (703) 549-3381. See the appendix for the addresses of the City of Alexandria agencies and purchasing authorities listed above.

Other Local Governments

The Metropolitan Washington Council of Governments (COG) publishes a *Directory of Local Government Purchasing Personnel* which lists information on nearly 50 different purchasing entities in the Metropolitan Washington region.

Contact: Copies of the Directory are available through COG at (202) 962-3200. See the appendix for COG's address.

Commonwealth of Virginia

Businesses interested in procurement opportunities with the Commonwealth of Virginia must first register their firms with the State's Division of Purchase and Supply.

Contact: To obtain an application for registration, or for further information, please contact *Virginia Division of Purchases and Supply, Department of General Services* at (804) 786-3845. See the appendix for the address of the Department of General Services.

Virginia Women's Business Enterprise Program (VWBE)

The Virginia Women's Business Enterprise Program (VWBE) offers assistance to Virginia's women-owned business enterprises by providing a process for certification of women-owned businesses to augment their efforts in securing "set-aside" contracts and participation in supplier diversity programs, and assists certified Virginia women-owned firms in marketing to buyers via a directory and on-line database.

Contact: For more information about the VWBE Certification program, please contact the *Virginia Women's Business Enterprise Program at the VWBE Message Line at (800) 980-8923*. See the appendix for VWBE's address.

Federal Government Procurement

The following are the major federal programs which provide business development assistance to small, disadvantaged-owned firms to gain access to federal procurement opportunities:

- C The *Prime Contracts Program* (PCR), helps to increase the small business share of government contracts. PCR's review contracting actions at major federal procurement centers, review the subcontracting plans, recommend contracting sources and provide counseling.
- C The *Section 8(a) Business Development Program* is intended for business development purposes to help socially and economically disadvantaged business owners. SBA assists these firms in gaining equal access to the resources necessary to develop their business and, thereby, improve their ability to compete on an equal basis in the mainstream of the American economy.
- C The *Small Disadvantaged Business (SDB) Program* processes SDB certification applications. To qualify as an SDB, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. Congress has directed that individuals who are members of certain ethnic groups are presumed to be disadvantaged. Other persons, including women and persons of any race, can also qualify by establishing their disadvantaged status.
- C The *Women-Owned Business Procurement* is a multi-faceted program aimed at teaching women to market to the federal government. It also works to increase the pool of qualified business owners through procurement conferences held at major buying sites.
- C The *Federal Procurement Opportunities* is a nationwide program to assist veteran-owned businesses. It provides veterans (especially those impacted by defense downsizing) opportunities to sell products and services to the federal government and to federal prime contractors.

Contact: For more information about federal government procurement opportunities and programs, please contact *SBA's Washington District Office at (202) 606-4000*. See the appendix for the SBA's address.

Procurement Technical Assistance Program (PTAP)

The Procurement Technical Assistance Program (PTAP) is a not-for-profit organization funded by the Defense Logistics Agency and George Mason University. PTAP exists to increase contracting opportunities between small businesses, prime government contractors and the federal government. It offers technical assistance, marketing, technical consulting and educational services to businesses in Northern Virginia and Washington, DC metropolitan area that are interested in federal, state, and local contracting. Most of the services are free of charge.

Contact: For additional information about the program and client services, please contact *PTAP* at (703) 277-7750 or web page at <http://www.gmu.edu/gmu/PTAP>. See the appendix for PTAP's address.

Virginia Procurement Pipeline

The Virginia Procurement Pipeline is a computerized database that assists Virginia buyers and sellers by marketing and identifying products and services that are available in the state. This program was established by the Virginia Economic Bridge which provides the database on the Internet at no charge to the companies.

Contact: For further information about obtaining a free listing with the Pipeline, please contact *Virginia Procurement Pipeline* at (540) 633-4532. See the appendix for the Virginia Procurement Pipeline's address.